# WORK SCHEDULE CHANGE FORM

| SSN: | NAME: | UIC/ORG | TAG: OK |
|------|-------|---------|---------|

**EFFECTIVE DATE**
(Beginning day of the Pay Period) [        ]   **T&A STATUS CODE**   [ A ]

**AWS CODE** [ 0 / 6 / 8 ] [        ]   **TIMECARD DESTINATION**   [ TK ]

## **** PAY PERIOD TOUR OF DUTY ****

|  | SUN | MON | TUES | WED | THUR | FRI | SAT |
|--|-----|-----|------|-----|------|-----|-----|
| **WEEK 1** |  |  |  |  |  |  |  |
| **SHIFT** |  |  |  |  |  |  |  |
| **NIGHT DIFF** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | SUN | MON | TUES | WED | THUR | FRI | SAT |
| **WEEK 2** |  |  |  |  |  |  |  |
| **SHIFT** |  |  |  |  |  |  |  |
| **NIGHT DIFF** |  |  |  |  |  |  |  |

**SUNDAY PAY (Y/N)   N .**

_____          _____

(AUTHORIZED SIGNATURE)                    (DATE SUBMITTED)

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**AWS Code:**

**0 =** 8 hour schedule

**6 =** 9 hour schedule

**8 =** 10 hour schedule (**AASFs** only)

**UIC/ORG** = as shown on SF 50      **WEEK 1&2**- show the Work
**TAG** = Your Technician Group #       Schedule hours
**TIMECARD DESTINATION** = TK #

** Each employee must have a work schedule on file

** Work schedules are established effective the date hired
   or each year during open season 1-15 September.

** If changes to a work schedule are made other than
   when hired or during open season then it MUST be
   Approved by the Chief of Staff.

** ALL work schedule changes are EFFECTIVE on the
   BEGINNING of the pay period.